

**Interagency Agreement No. 04-12-9699xxx-xxx  
between the Library of Congress and  
the [[department and agency name]]**

**1. Purpose:** This Interagency Agreement (hereinafter “IAG”) provides that the [[agency name]] (hereinafter [[standard agency abbreviation]]) is ordering services from the Library of Congress Federal Research Program, which is administered by the Library of Congress Federal Research Division (hereinafter “LOC/FRD”), to fulfill the [[standard agency abbreviation]]’s requirement for research reports, translations, and analytical studies. The [[standard agency abbreviation]] will be responsible for costs incurred in obtaining services from the Library of Congress Federal Research Program as identified in this IAG, subject to subsequent amendments.

**2. Authority:** This IAG will effect a procurement from LOC/FRD under the revolving fund program established by the Library of Congress Fiscal Operations Improvement Act of 2000, Public Law 106–481, 114 Stat, 2187, 2 USC 182c. In accordance with the Act, the only services acquired from the Federal Research Program will be research reports, translations, and analytical studies.

**3. Time Period:** This IAG covers service for the [[standard agency abbreviation]] beginning upon approval by all signatories and will remain in effect until performance is completed or the agreement is terminated by either party upon giving at least 60 days written notice of intent to terminate to the other party.

**4. Services Rendered:**

**A. Background:** [[A brief statement of the background to the project, including, if applicable, prior related work done by LOC/FRD.]]

**B. Scope of Work:** [[A more detailed statement of work to be covered by this agreement, what is involved with respect to methodology, content, format, schedules, and deliverables.]]

**C. Project Managers/Points of Contact:**

Person’s Name  
Office Name  
U.S. Department of xxx  
Street Address  
City, state, ZIP code  
Voice: xxx-xxx-xxxx  
Fax: xxx-xxx-xxxx  
E-Mail: xxxx@xxx.xxx

Person’s Name  
Federal Research Division  
Library of Congress  
101 Independence Ave SE  
Washington, DC 20540–4840  
Voice: 202–707–xxxx  
Fax: 202–707–3920  
E-Mail: xxxx@loc.gov

**5. Payment:** The [[standard agency abbreviation]] agrees to pay a total of \$ \_\_\_\_\_.00 in advance to the Library of Congress for LOC/FRD services. Funds will be transferred to LOC electronically or manually in accordance with the payment method selected in accordance with Paragraph 6, the Approval paragraph of this IAG. In accordance with 2 U.S.C. 182c(c)(2) of the Act, the [[standard agency abbreviation]] will transfer the total amount of funding identified in the agreement to the Federal Research Program revolving fund in advance; and will provide necessary accounting classification and electronic funds transfer (EFT) data to effect the transfer. (The [[standard agency abbreviation]] may use the Federal Research Program payment method listed below for this purpose.) If manual billing is selected, the [[standard agency abbreviation]] will remit payment for amounts due within 60 days of the due date on the invoice from the Library of Congress, subject to the termination of Federal Research Program services if the payment is not received within that time period.

**6. Approval:** The following APPROVAL form, when completed, will indicate that the [[standard agency abbreviation]] has determined that procuring services from the Federal Research Program revolving fund is in the best interest of the Government, has accepted the terms of this IAG, has the funding as indicated, has obligated the funds to this IAG, and has selected the payment method indicated below to pay for all services ordered under the IAG. This IAG will be signed for the [[standard agency abbreviation]] by an official who is authorized to obligate agency funds and sign interagency agreements.

**FOR THE U.S. DEPARTMENT OF \_\_\_\_\_:**

\_\_\_\_\_  
[[name]]

\_\_\_\_\_  
[[title]]

\_\_\_\_\_  
[[office name]]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[[second name, if needed]]

\_\_\_\_\_  
[[title]]

\_\_\_\_\_  
[[office name]]

\_\_\_\_\_  
Date

**FOR THE LIBRARY OF CONGRESS:**

\_\_\_\_\_  
Robert L. Worden

\_\_\_\_\_  
Chief, Federal Research Division

\_\_\_\_\_  
Date

**FUND CITATION:** Please provide a funds citation for the full amount shown in Paragraph 5, Payment.

**Citation:** [[See IPAC information below or manual billing info place here]]

**Amount:** \$ \_\_\_\_\_.00

APPROPRIATION PERIOD OF  
AVAILABILITY:

\_\_\_ One-Year Funds

\_\_\_ No-Year Funds

\_\_\_ Multi-Year Funds

\_\_\_ Final year of availability: \_\_\_\_\_

\_\_\_ Non-Appropriated Funds

FUNDING DOCUMENT: The [[standard agency abbreviation]] requests that LOC indicate acceptance of the attached agency funding document, number: \_\_\_\_\_.

The [[standard agency abbreviation]] acknowledges that the terms of this IAG

supercede the terms of the agency funding document.

**PAYMENT METHOD:** Please select either (1) Electronic Funds Transfer (EFT; via the Treasury Intergovernmental Payment and Collection (IPAC) System), or (2) Manual Billing method. The IAG number must be included on all payments.

\_\_\_ (1) **EFT BILLING** (select one approach)

\_\_\_ The [[standard agency abbreviation]] will initiate payment using Library of Congress Agency Location Code (ALC) 03000001. The [[standard agency abbreviation]] will forward the signed IAG to the appropriate finance office to ensure that IPAC payment is made within 60 days of the IAG date. The LOC Vendor code for the [[standard agency abbreviation]] is 9699 \_\_\_.

\_\_\_ The Library of Congress will initiate collection using the following [[standard agency abbreviation]]'s  
ALC: \_\_\_\_\_  
Fiscal ID: \_\_\_\_\_  
BOC: \_\_\_\_\_

The [[standard agency abbreviation]] Treasury symbol is: \_\_\_.

The [[standard agency abbreviation]] approving office will forward the signed IAG to the appropriate finance office so that the IAG can be matched with the IPAC transaction.

\_\_\_ (2) **MANUAL BILLING**

Payment in full of this IAG is due as specified on the invoice. The Automated Clearing House (ACH) information for the Library of Congress is:

Federal Reserve Bank of Richmond  
701 E. Byrd St.  
Richmond VA 23219-6105

Receiving ABA Number 051036706  
Account Number 303018  
Account Name Library of Congress  
Payment Related Instructions ALC 00006192

The Library of Congress is also registered with the Central Contract Registration System.

Please provide a billing address:

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